



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

BOARD OF SUPERVISORS

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Yvonne Garthwaite Burke
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June 26, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**STEPS TO A HEALTHIERUS: SIGNATURE OF TRANSMITTAL LETTER,
ACCEPTANCE OF CDC FUNDS AND AUTHORIZATION TO ENTER INTO SOLE
SOURCE AGREEMENTS**

(First and Second Districts) (3 Votes)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and authorize the Chair to sign the attached grant application letter (i.e., Letter of Transmittal) to allow the Department of Health Services (DHS) to apply to the Centers for Disease Control and Prevention (CDC) for a Steps to a HealthierUS (STEPS) grant aimed at providing funding support to enable communities to reduce the burden of chronic disease associated with diabetes, obesity and asthma.
2. Delegate authority to the Director of Health Services, or his designee, to sign the STEPS grant agreement, if approved by the CDC to accept funding for up to \$1,250,000, for the period of September 22, 2003 through September 21, 2004, subject to review and approval by County Counsel and notification of the Board offices.
3. Delegate authority to the Director of Health Services, or his designee, if funding is awarded, to accept amendments to the STEPS grant agreement which do not exceed

25% of the base award, for the period of September 22, 2003 through September 21, 2004, subject to review and approval by County Counsel and notification of the Board offices.

4. Authorize and delegate authority to the Director of Health Services, or his designee, if funding is awarded, to enter into sole source agreements with the Los Angeles County Office of Education in an amount not to exceed \$150,000, to implement a coordinated school STEPS health services program, and with the JWCH Institute, Inc. for the provision of a community-based STEPS health services program in an amount not to exceed \$937,500, subject to review and approval by County Counsel and notification of the Board offices, all 100% offset by CDC STEPS funding.

PURPOSE/JUSTIFICATION OF THE RECOMMEND ACTIONS:

In approving these actions, the Board is:

- approving and authorizing the Chair's signing of the attached grant application letter to allow the DHS to apply for a CDC STEPS grant aimed at providing funding support to enable communities to reduce the burden of chronic disease associated with diabetes, obesity and asthma.
- delegating authority to the Director of Health Services (hereafter Director), to sign the STEPS grant agreement, if approved by the CDC , to accept funding for up to \$1,250,000, for the period of September 22, 2003 through September 21, 2004, subject to review and approval by County Counsel and notification of the Board offices.
- delegating authority to the Director, if funding is awarded, to accept amendments to the STEPS grant agreement which do not exceed 25% of the base award, for the period of September 22, 2003 through September 21, 2004, subject to review and approval by County Counsel and notification of the Board offices.
- authorizing and delegating authority to the Director, if funding is awarded, to enter into sole source agreements with the Los Angeles County Office of Education in an amount not to exceed \$150,000, to implement a coordinated school STEPS health services program, and with the JWCH Institute, Inc. for the provision of a community-based STEPS health services program in an amount not to exceed \$937,500, subject to review and approval by County Counsel and notification of the Board offices, all 100% offset by CDC STEPS funding.

Approval of these actions will provide funds to enable communities to reduce the burden of chronic disease associated with diabetes, obesity and asthma through targeted community and school-based interventions.

FISCAL IMPACT/FINANCING:

If awarded the funds, the total program cost for the period of September 22, 2003 through September 21, 2004, will not exceed \$1,250,000, fully offset by CDC funding (see Attachment B for budget details). Subsequent funding may be available up to \$3,000,000 per year for four years. If funds are awarded, the Department will work with the Chief Administrative Office to reflect funding in the budget.

There are no net County costs associated with this action.

FACTS AND PROVISIONAL/LEGAL REQUIREMENTS:

On May 9, 2003, the United States Department of Health and Human Services (HHS), acting through the CDC, announced the availability of FY 2003 funds for the first year of a five-year cooperative agreement program to implement the Secretary of HHS' Prevention Initiative for Americans entitled Steps to a HealthierUS. Qualified applicants include local health departments in collaboration with local education agencies. The goal of the initiative is to enable communities to reduce the burden of chronic disease associated with obesity, diabetes, and asthma.

The grant application specified that the intervention area must be geographically contiguous and must include a population of at least 150,000 residents, but not more than 500,000 residents. To identify a target area, DHS, in conjunction with other County department staff and school and community stakeholders, applied a formula which considered morbidity and risk factors as well as available resources and infrastructure to ensure the program's success. Based on this review of needs and assets, a contiguous intervention area consisting of the following cities and communities was defined: Compton; Huntington Park; Lynwood; South Gate; Los Angeles City - Watts; and the adjacent unincorporated areas of Florence, Walnut Park, and Willowbrook. The total population of this contiguous area is approximately 469,560. While there were areas of need identified in other parts of the County, this intervention area represented the contiguous area with the highest concentration of need balanced by the infrastructure to successfully implement the STEPS project.

After notifying the Health Deputies of DHS's plan to apply for STEPS funding and the selected target area, DHS submitted a Letter of Intent to the CDC by the deadline of June 2, 2003. The grant application is due July 15, 2003, and requires that a Letter of Transmittal signed by the Chair of the Board of Supervisors be submitted with the application.

Attachments A and B provide additional information.

Attached is the Grant Management Statement which the Board instructed all County Departments to include in all Board letters for grant awards exceeding \$100,000.

CONTRACTING PROCESS:

The CDC expects services to begin immediately upon award announcement. As such, if awarded the funds, DHS is requesting to enter into sole source agreements with Los Angeles County Office of Education and JWCH Institute, Inc. for the provision of school and community-based services to reduce the burden of disease associated with diabetes, obesity and asthma.

The STEPS grant requires a school-based component to the intervention. DHS selected the Los Angeles County Office of Education (LACOE) for a sole source contract because they have a coordinating function over the various school districts in the target area and they have the ability to employ the grant-required Coordinated School Health Program Coordinator. Each school district in the STEPS intervention area, Compton Unified School District, Los Angeles Unified School District, and Lynwood Unified School District, has agreed to participate in the STEPS project and to work toward implementing Coordinated School Health Programs with the guidance and expertise of LACOE. If awarded the funds, DHS will enter into a sole source agreement not to exceed \$150,000 for the period of September 22, 2003 through September 21, 2004.

The STEPS grant also requires a community-based component to the intervention. DHS selected JWCH Institute, Inc. (JWCH) for a sole source contract because they have the experience and credibility in the target area to conduct the needed community planning and manage the STEPS interventions, and the administrative experience to subcontract with community-based organizations for direct services in the timeframe required by the grant. JWCH will be responsible to the DHS and the STEPS Community Consortium who will develop funding priorities in the intervention area. If awarded the funds, DHS will enter into a sole source agreement not to exceed \$937,500 for the period of September 22, 2003 through September 21, 2004. A DHS approved sole source justification letter is on file with the Department and provides additional details.

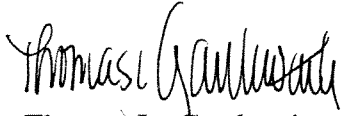
IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommendations will allow DHS to build upon existing community resources to implement a program in conjunction with other County departments, schools, and community-based organizations, to reduce the burden of chronic disease associated with diabetes, obesity and asthma in the communities of Compton, Huntington Park, Lynwood, South Gate, Watts, Florence, Walnut Park, and Willowbrook.

The Honorable Board of Supervisors
June 26, 2002
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When approved, this Department requires three signed copies of the Board's action and an original signed transmittal letter to be submitted with the grant application.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas L. Garthwaite".

Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

TLG:vr

Attachments

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

BLCD2948.gi

SUMMARY OF AGREEMENT

1. TYPE OF SERVICE:

Steps to a HealthierUS: Reducing the burden of chronic disease by enabling individuals to adopt health lifestyles that contribute directly to the prevention, delay and/or mitigation of the consequences of diabetes, asthma and obesity.

2. CONTRACT RECOMMENDATIONS:

DHS, if awarded the funds, intends to enter into Sole Source Agreements with the Los Angeles County Office of Education and JWCH Institute, Inc.

3. TERM:

September 22, 2003 through September 21, 2004.

4. FINANCIAL INFORMATION:

If awarded the funds, the total program cost for the period of September 22, 2003 through September 21, 2004, will not exceed \$1,250,000, fully offset by CDC funding (see Attachment B for budget details). Subsequent funding may be available up to \$3,000,000 per year for four years. If funds are awarded, the Department will work with the Chief Administrative Office to reflect funding in the budget. There are no net County costs associated with this action.

5. GEOGRAPHIC AREAS SERVED:

Compton, Huntington Park, Lynwood, South Gate, Watts, Florence, Walnut Park, and Willowbrook.

6. ACCOUNTABLE FOR MONITORING:

Public Health Programs: Cynthia Harding, Director Maternal, Child and Adolescent Health

7. APPROVALS:

Public Health Programs: John F. Schunhoff, M.P.H., Chief of Operations

DHS Contracts and Grants Division: Riley J. Austin, Acting Chief

County Counsel (approval as to form): Robert E. Ragland, Deputy County Counsel

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COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES
 STEPS BUDGET NARRATIVE (September 22, 2003 through September 21, 2004)

A. Department of Health Services **\$162,500**

Personnel/Services and Supplies \$100,000

STEPS funds will be utilized to offset salary costs of staff time spent providing intervention implementation technical assistance and managing sole source contracts. Additionally travel expenses to attend required STEPS Grantee meetings will be covered by STEPS grant funds.

Indirect Costs \$ 62,500

The grant allows up to 5% of the total award in indirect costs. Indirect costs will be applied toward grant management activities.

B. STEPS Grant Sole Source Contracts (September 22, 2003 through September 21, 2004) **\$1,087,500**

Los Angeles County Office of Education \$ 150,000

The Los Angeles County Office of Education will be responsible for employing the full time Coordinated School Health Coordinator and assisting target areas schools in developing Coordinate School Health Programs.

JWCH Institute, Incorporated \$ 937,500

JWCH Institute, Incorporated will be responsible for employing STEPS grant support staff and subcontracting to community and faith based organizations, private agencies and city governments to carry out STEPS interventions to reduce the burden of disease associated with diabetes, obesity and asthma

Total: **\$1,250,000**



July 15, 2003

Technical Information Management - PA 03135
Centers for Disease Control and Prevention
Procurement and Grants Office
2920 Brandywine Road
Atlanta, Georgia 30341-4146

RE: Letter of Transmittal
Steps to a HealthierUS: A Community Focused Initiative to Reduce the Burden of Asthma,
Diabetes, and Obesity
Program Announcement 03135

To Whom it May Concern:

This letter of transmittal is to commit support of the County of Los Angeles Board of Supervisors and to identify the County of Los Angeles Department of Health Services (DHS) as the lead agency to apply for the Steps to a HealthierUS grant. As the lead agency the DHS will serve as the fiduciary agent under the Large City and Urban Community application and is requesting \$1,250,000 to support its grant proposal.

The DHS has chosen a contiguous geographic area within our County to provide intervention services that includes the cities of Compton, Huntington Park, Lynwood, and South Gate; the neighborhood of Watts (within the City of Los Angeles); and adjacent unincorporated areas of Florence, Walnut Park, and Willowbrook. These areas were selected based on their level of morbidity and risk factors, as well as, their resources and infrastructure, to ensure the proposed program's success. The total population of the intervention area is approximately 469,560 residents.

Sincerely,

Yvonne Brathwaite Burke
Chair, Board of Supervisors

YBB:

c: Thomas L. Garthwaite, M.D.
Jonathan E. Fielding, M.D., M.P.H.
Cynthia Harding, M.P.H.

**Los Angeles County Chief Administrative Office
Grant Management Statement for Grants Exceeding \$100,000**

Department: Health Services

Grant Project Title and Description

Los Angeles County Steps to a HealthierUS: The Steps grant is aimed at enabling communities to reduce the burden of chronic disease associated with diabetes, obesity and asthma in the intervention area of Compton, Huntington Park, Lynwood, South Gate, Los Angeles City – Watts; and adjacent unincorporated areas - Florence, Walnut Park, and Willowbrook.

Funding Agency

CDC

Program (Fed. Grant #/State Bill or Code #)

Federal Grant #03135

Grant Acceptance Deadline

7/15/03

Total Amount of Grant Funding:

County Match Requirements

Grant Period: 9/22/03 - 9/21/04 Begin 9/22/03

End Date: 9/21/04

Number of Personnel Hired Under this Grant: 0

Full Time

Part Time

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant funded program? Yes _____ No _____ N/A _____

Will all personnel hired for this program be placed on temporary ("N") items? Yes _____ No _____ N/A _____

Is the County obligated to continue this program after the grant expires Yes _____ No _____ X _____

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services Yes _____ No _____ X _____

b). Identify other revenue sources Yes _____ No _____ X _____

(Describe)

c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant. Yes X No _____

Impact of additional personnel on existing space: No additional personnel will be hired

Other requirements not mentioned above Existing personal will be utilized to manage the Steps grant. Grant funds will be utilized to offset salary costs of staff time spent providing intervention implementation technical assistance and managing sole source contracts.

Department Head Signature

Date 6/27/03